

Town of North Hempstead



REQUEST FOR PROPOSALS FOR PROFESSIONAL ARCHITECTURAL AND STRUCTURAL DESIGN SERVICES

January 9, 2013

TOWN OF NORTH HEMPSTEAD

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I. INTRODUCTION

The Town of North Hempstead (the “Town”) is a municipal corporation under the General Municipal Law and the Town Law of the State of New York (the “State”) serving a jurisdiction of 220,000 residents, located in northwestern Nassau County, New York. The Town hereby requests proposals for architectural and structural design services to create an existing conditions inventory, floor plans, short term and long term restoration plan for the Schumacher House (also known as the Cornell-Van Nostrand House), a two-story, home of approximately 3,200 square feet in size which is listed on the State and National Register of Historic Places as well as the Town’s list of local landmarks.

BACKGROUND

The Schumacher House (the “House”), located on the grounds of Clinton G. Martin Park in New Hyde Park, New York within the Town of North Hempstead, is an architecturally mixed building containing an early-nineteenth century section, two mid-nineteenth century sections, and an early-twentieth century addition. The structure began as a New England style farmhouse for colonial settlers and remains a representative example of the evolution of a Long Island farmhouse typically found in Nassau County. In 1965, the house and land were acquired by the Town of North Hempstead as part of an annexation to the adjacent community park. The house was previously located a few miles west of its current location and was moved by the prior owner of the property (Schumacher) to spare it from demolition. The building has been utilized for local history offices and displays, events, an office for the Family Services Association of Nassau County and office space for the North Hempstead Parks Department. The house is currently vacant.

The House was designated as a local landmark by the Town’s Historic Landmarks Preservation Commission on March 15, 2005. On July 15, 2007 the House was listed on the State Register of Historic Places. It received National Designation on August 28, 2007.

The Schumacher House, as it exists today, is in need of significant interior and exterior restorative work. The Town is taking the necessary steps to once again make the House a celebrated community destination. Upon restoration, the House has the potential to reclaim its place as a precedent example of an early nineteenth century Long Island farmhouse in a bucolic parkland setting. The Town hopes to open the site to the public as an educational center featuring a museum displaying Town/local history and/or for community meetings.

II. PROCEDURES

A. SUBMISSION PERIOD

Respondents must submit their Proposals on or before **3:00 p.m. Friday, February 8, 2013**. The Town's governing body, the Town Board, expects to select the Awardee from among the respondents on or about March 12, 2013.

B. PREPARATION OF PROPOSAL

Each Proposal must be prepared concisely, avoiding the use of elaborate promotional materials. For ease of review, the Proposal must follow the outline in Section III of this RFP, entitled **Requirements**. Each Proposal must fulfill the stipulations outlined in Section III, be clearly numbered, and completely answer all questions listed.

C. NUMBER OF COPIES OF PROPOSAL

Ten (10) hard copies of the Proposal, plus a disk with a .pdf copy of the Proposal, shall be submitted to the Town.

D. INQUIRIES AND SUBMISSION OF PROPOSALS

Questions about the RFP and the submission of Proposals shall be directed **by email or fax no later than Wednesday, January 23, 2013** to:

Linda Stein Brickman, RA
Department of Planning and Environmental Protection
Town of North Hempstead
210 Plandome Road
Manhasset, New York 11030
(516) 869-7798 (fax)
brickmanl@northhempsteadny.gov (email)

Q & A responses shall be posted next to this Request for Proposals on the Town of North Hempstead website by close-of-business on **Monday, January 28, 2013**:

<http://www.northhempsteadny.gov/content/7358/7129/7919/11762/default.aspx>

All Proposals must be received at the above address before the end of the submission period, either by hand delivery, courier or by certified mail in a sealed envelope, to the above office. The Town is under no obligation to return Proposals. Questions about the RFP, and the submission and content of the Proposal must be directed to the authorized contact person. It is requested that any and all contact with the authorized contact person be made by fax or e-mail. No contact with any other Town personnel other than the authorized contact person is allowed until such time as an award has, or awards have, been made. Violation of this provision may be grounds for immediate disqualification.

Selected Proposers may be contacted by the Town's authorized contact person with questions aimed at clarifying their submission.

E. LONGEVITY OF PROPOSALS

A Proposal may be withdrawn at any time prior to the date specified as the closing date for acceptance. However, no Proposer may withdraw or cancel a Proposal for a period of 6 months following the closing date for acceptance, nor shall the successful Proposer withdraw, cancel or modify the Proposal, after having been notified that the Proposal has been accepted by the Town, except at the request of the Town, or with the Town's written consent.

F. METHOD OF SELECTION OF AWARDEE

The Committee will evaluate each Proposal with emphasis on the following factors:

- Demonstrated relevant experience in performing projects of comparable value and scope to the type contemplated by this RFP, with a specific focus on historic structures and preservation
- Reasonableness of fees and costs
- Expertise and technical approach of the Proposal, inclusive of an explanation of the degree to which the Proposer's interpretation of the work meets the needs and goals of the Town
- Quality of project team's overall organizational strength
- References, reputation, past history completing similar projects, and strength of current team financials
- Ability to navigate requirements (at a minimum)
- Quality of the Proposal including, but not limited to
 - adherence to Section III, Requirements (below)
 - conciseness, clarity and readability

G. RIGHT OF REJECTION BY THE TOWN

Notwithstanding any other provisions of this RFP, the Town reserves the right to select the respondent that best meets the requirements of the RFP, and not necessarily the lowest bidder. Further, the Town reserves the right, for any or no reason and at its sole and absolute discretion, to (1) amend, in whole or in part, this RFP, (2) withdraw or cancel this RFP, and (3) accept or reject any or all Proposals prior to execution of the contract for the Project for any or no reason and with no penalty to the Town.

H. NOTICE OF AWARD

The Town shall inform the Awardee that they have been selected by means of a Notice of Award issued by the Town. Neither the selection of a Proposer as the Awardee nor the issuance of a Notice of Award shall constitute a binding commitment on behalf of the

Town to enter into any contract with the Awardee, as any binding arrangement must be set forth in definitive documentation negotiated between the Awardee and the Town and signed by both parties.

I. CONTRACT NEGOTIATIONS

The Town intends to enter into contract negotiations with the firm or firms selected, who shall be required to enter into a written contract or contracts (hereinafter, the "Contract") with the Town in a form satisfactory to the Town Board.

The Town reserves the right to negotiate the terms and conditions of the Contract(s) with the selected Proposer(s), if any. These negotiations could include all aspects of Services and fees. Neither the selection of a Proposer nor the negotiation of the Contract with such Proposer(s) shall constitute a binding commitment on behalf of the Town to enter into a Contract with such Proposer(s), as any binding arrangement must be set forth in the Contract signed by both parties and is subject to all requisite approvals.

III. REQUIREMENTS

A. BACKGROUND

The Town has acquired New York State Economic Development Assistance Program funding, being administered by the Dormitory Authority of the State of New York (DASNY) for the stabilization and exterior restoration of Schumacher House (also known as Cornell-Van Nostrand House) which sits on a 0.1 acre section of Clinton G. Martin Park, New Hyde Park.

The awarding of the Contract shall go to the Proposer that best satisfies the requirements set forth in Subsections B, C, D, and E herein below.

B. SCOPE OF SERVICES

The exact Scope of Services required by the Town shall be set forth in the Contract.

The Scope of Services shall include, but is not limited to, the following phases of work and tasks:

1) Design Phase

- a) Inspect premises and prepare a comprehensive condition report. Include detail of any abatement work which may be necessary, including asbestos, lead, mold, etc.
- b) Produce plans for each of the following:

1. Existing conditions
2. Full construction documents for the stabilization and exterior renovation of the structure
3. Draft documents for future interior renovation work
- c) Develop scope of work with an accurate, preliminary cost estimate for each of the following:
 1. Stabilization of the existing structure
 2. Renovation of the exterior of the structure with a focus on historical accuracy
 3. Draft scope for future interior restoration
- d) Submit/present the preliminary restoration plan to the Historic Landmarks Preservation Commission and Town staff for review, comment(s).
- e) Concurrent submission to the State Historic Preservation Commission, modification(s), and approval.
- f) Make formal presentations of the preliminary stabilization and restoration plan to the Town Board and public.
- g) Attend Town Board meetings as required by the Board to inform the Board members of Project progress and the status of the budget. Provide minutes to Town staff.

2) Final Plans, Specifications, and Construction Documents

- a) Prepare detailed site plans, floor plans, structural plans, electrical plans, separate mechanical plans and specifications of the building stabilization phase following a format that uses the Town of North Hempstead boiler plate documents for bidding and construction purposes.
- b) Revise and resubmit documents subsequent to Town of North Hempstead review and comment, resulting in a complete set of plans and specifications for bidding purposes.
- c) Prepare a final cost estimate for the structural stabilization phase prior to letting the Project for bid.

3) Bidding

- a) Prepare bid documents to let the Project for bid.
 1. Letting the Project for bid, along with advertising, shall be the responsibility of the Town. The Awardee shall be responsible for providing reproducible copies of the bidding documents (plans, specifications, etc).
- b) Attend a pre-bid meeting with potential general and sub-contractors.
- c) Provide minutes of pre-bid meetings to Town staff.
- d) Provide answers to questions raised at pre-bid meeting or via other approved methods such as email related to the design documents.
- e) Prepare any addenda documents as may be required.
- f) Review bid proposals and assist in the determination of the most qualified bidder within Town guidelines.

- g) Attend a post-bid meeting, if necessary, to discuss alternate work items. Provide minutes of meeting, if necessary, to Town staff.

4) Construction Administration

- a) Assist the Town in the oversight of construction throughout the entire duration of the Project.
- b) Attend weekly construction meetings with the Town and its contractors relating to the Project. Provide minutes to Town staff.
- c) Respond to contractor requests for information and attend meetings with contractors, subcontractors and suppliers as needed. Provide minutes to Town staff.
- d) Review contractor/subcontractor submittals.
- e) Advise Town staff of findings after review/investigation of bid responses, submittals of applications for payment, review of schedules, project/product issues, and closeout documents.
- f) Provide full architectural and engineering services to the extent necessary to carry the Project to completion of the Stabilization and Exterior Renovation Phases. All work must conform to all applicable laws, ordinances, and codes, including the latest ADA standards for historic structures, and any environmental safety considerations.
- g) Make periodic site visits to determine compliance with plans and specifications. Provide any concerns in writing to Town staff.

C. INTERVIEW AND PRESENTATION TO COMMITTEE

Following the submission deadline for the written Proposal, Proposers may be asked to attend a mandatory interview before the Committee, in which Proposers should be prepared to answer questions regarding their written Proposal, make a presentation of conceptual design drawings for the Project, and provide a cost estimate for the construction of the Project per the proposed design. The architect-in-charge for the Project must be in attendance for the interview.

Conceptual proposals should feature elements compatible with the essence of the scope of the subject project.

The estimated cost for the construction of the Project should be a best professional estimate including, but not exclusive to, the types of materials, per square foot unit cost (size), and functional elements proposed by the building program.

D. WRITTEN PROPOSAL SUBMISSION ELEMENTS

Narrative Response: A Narrative Response or Cover Letter should be included in the Proposal document near the beginning summarizing key elements of the Proposal.

Standard Proposal Elements:

- 1) Qualifications: Provide background information on your firm, including but not limited to:
 - i) A business overview.
 - ii) The age of the business.
 - iii) Names, addresses and position of all persons having a financial interest in the company.
 - iv) State of formation (as applicable).
 - v) The number of employees.
 - vi) Annual revenue of the Proposer.
 - vii) Summary of relevant accomplishments, particularly those involving services similar to those required for the Study.
 - viii) Any other information that will permit the Town to determine capability of Proposer to meet all contractual requirements.
 - ix) Identify:
 - i) Has your firm has ever been cited by any authority for unscrupulous practice? If yes, provide details.
 - ii) Does your firm have any past or present suits with any current or former customers? If yes, provide details.
- 2) If available, provide a copy of the most recent Dunn and Bradstreet Financial Report (complete full report) on your firm, as well as any updates subsequent to the date of the complete report.
- 3) If available, provide two (2) years most recent annual financial statements and all quarterly reports of financial statements since the last available annual financial statement, in form and content satisfactory to the Town.
- 4) Resumes: Provide resumes of the individuals who would comprise your operational team and the principal-in-charge. Describe only the people who would actually work on the Town's account. Specify the role each would play, as well as what backup coverage would be available in time of conflicting engagements.
- 5) Organizational Chart: Illustrate the relationship(s) of the individuals and firms to each other that would comprise your operational team and principal-in-charge on an organizational chart. (Only one organizational chart is necessary, which must include the role of the sub-consultants.)

- 6) **Service Summary:** Provide a description of the key points of your Proposal, specifically addressing why your firm is qualified to provide planning services in connection with the Scope of Services of the Study. The email address, telephone number, and facsimile number of your Proposal's contact person(s) must be included in your service summary.
- 7) **Fees/Cost:** Provide information pertaining to fees and costs, including the fully-burdened billable hourly rates charged for the services of employees of the firm/team. Provide a not-to-exceed amount to deliver the Scope of Services.
- 8) Provide any additional information that you believe pertinent to the Town's requirements (including links to your company/team internet websites.)
- 9) **References:** Include the names, titles, addresses and phone numbers of key contacts for three (3) customers, particularly those for whom the Proposer has undertaken studies similar to this Scope of Services.
- 10) Identify all adverse determinations against your firm, or its employees or persons acting on its behalf, with respect to actions, proceedings, claims or complaints concerning violations of federal, state or municipal equal opportunity laws or regulations.
- 11) Has your firm, or any of its employees present or past, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of your firm's business, or has any of your firm's officers, director or persons exercising substantial policy discretion ever been convicted of any crime or offense involving business or financial misconduct or fraud? If so, please describe any such convictions and surrounding circumstances in detail.
- 12) Disclose a description of any action, suit, proceeding or investigation pending or threatened against your firm including, without limitation, any proceeding known to be contemplated by government authorities or private parties.
- 13) Has your firm, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter arising directly or indirectly from the conduct of your firm's business which is still pending, or has any of your firm's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving business or financial misconduct or fraud which is still pending? If so, please describe any such indictments or charges and surrounding circumstances in detail.
- 14) Has your firm, or any of its employees present or past, or anyone acting on its behalf, ever signed and sealed surveys for which your firm has not actively participated in the production thereof; or been investigated by the Department of State for such activity? If so, please describe any such circumstances in detail.
- 15) **Conflicts of Interest:**
 - a) Please disclose:

- i) Any material financial relationships that your firm or any firm employee has that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Town.
 - ii) Any family relationship that any employee of your firm has with a member, employee, or official of the Town that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Town.
 - iii) Any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Town.
- b) Please describe any procedures your firm has, or would adopt, to assure the Town that a conflict of interest would not exist for your firm in the future.
- 16) Execute and include the completed “Non-Collusion Certification” in Appendix “A” of this RFP.
- 17) Furnish a list of any sub-contractors who may be used to perform the Scope of Services, and include disclosures with responses to all questions and requirements in Section (D)(1) through (16) above, for each sub-contractor.

E. PRESENTATION TO TOWN BOARD

The Proposer whose conceptual design, cost estimate, and Proposal is recommended for selection by the Committee may be required to answer questions and present their submission to the Town Board before being awarded the Contract.

IV. ADDITIONAL CONDITIONS AND INFORMATION

- 1) All materials submitted in response to this RFP shall become the property of the Town.
- 2) The Town reserves the right to conduct discussions with, and to request additional information from, one or more respondents. No respondent shall have any rights against the Town as a result of such discussions.
- 3) The Town reserves the right to negotiate separately with any source whatsoever.
- 4) The Town reserves the right to waive any irregularity in any Proposal received or any other aspect of this procurement.
- 5) Respondents are advised that with respect to this RFP, no contact with Town personnel in any way related to this solicitation is permitted, except as shall be

authorized by the employee designated herein as the Town's contact person as identified in Section II (D) hereof.

- 6) Each Proposal prepared in response to this RFP will be prepared solely at the cost and expense of the respondent with the express understanding that there will be no claim whatsoever for reimbursement from the Town.
- 7) Submission of a Proposal in response to this RFP shall constitute an offer on the part of the successful respondent to become the Awardee, and to enter into a contract to undertake and complete the Project unless the contract is terminated by the Town.
- 8) News releases or other public announcements relating to this RFP shall not be made by any party receiving this RFP without the prior written approval of the Town.
- 9) The Town and its respective officials and employees make no representation or warranty and assume no responsibility for the accuracy of the information set forth in this RFP. Further, the Town does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet of this RFP once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the Webpage on which this RFP is posted, or in connection with any other electronic medium utilized by respondents or potential respondents in connection with or otherwise related to the RFP.
- 10) Proposals submitted to the Town in response to this RFP may be disclosed in accordance with the standards specified in the Freedom of Information Law, Article 6 of the State Public Officers Law (FOIL). A respondent submitting a Proposal may provide in writing, at the time of its submission, a detailed description of the specific information contained in its submission which it has determined is a trade secret and which, if disclosed, would substantially harm such respondent's competitive position. This characterization shall not be determinative, but will be considered by the Town when evaluating the applicability of any exemptions in response to a FOIL request.
- 11) The Awardee providing the architectural/engineering services shall not be permitted to bid for the construction of the Project or propose to provide construction management services.

APPENDIX “A”

NON-COLLUSIVE PROPOSAL SUBMISSION CERTIFICATION

By submission of this proposal, each proposer and each person signing on behalf of any proposal certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and
3. No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Proposer and that the foregoing statements are true and accurate.

Name of Proposer:

Signature of Authorized Representative

Title _____

Date _____